

Minnesota Criminal History System RFP

Vendor Day
January 30, 2014



Welcome

Jerry Olson
Sr. Project Manager

Agenda

See handout for detailed agenda

- Welcome
- Important Information for Responders
- Overview
- Business Perspective
- RFP Highlights
- Other Information

Ground Rules

- We will provide supplemental information.
- We do not expect to answer all questions you may have.
- Nothing said or presented here today modifies the RFP.
- Verbal responses are non-binding.
- No RFP conversations with State staff.
- We will have a hard-stop at 5:00pm.

Questions

- Questions submitted in writing will be included in formal responses.
- To submit a question:
 - ☐ Email to:
 - maureen.janke@state.mn.us
 - ☐ Hand it to BCA staff member
 - ☐ Don't use the online Chat function

Logistics

- Restrooms located on this floor – stay right, past elevator
- Coffee in the lobby is for classes. Our coffee and treats are in this room
- Lunch
- This PowerPoint deck is posted on BCA web site: <http://bit.ly/MvOsT2>

<https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Pages/information-for-vendors.aspx>



Information for Responders

Maureen Janke
Grants & Contracts Manager

Topics

- SWIFT Information
- RFP Deadlines

WWW.MMB.STATE.MN.US



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- [\\$470,205,000 General Obligation State Bonds Preliminary Official Statement](#)
- [Summary Notice Of Sale, \\$470,205,000* State Of Minnesota General Obligation State Bonds](#)
- [Notice Of Sale \\$265,205,000* General Obligation State Various Purpose Bonds, Series 2013A](#)
- [Notice Of Sale \\$200,000,000* State Of Minnesota General Obligation State Trunk Highway Bonds, Series 2013B](#)
- [Notice Of Sale \\$5,000,000* General Obligation Taxable State Bonds, Series 2013C](#)
- [2014-19 Capital Budget Instructions And Forms](#)
- [Agency Reports](#)

[FY14-15 Preliminary Capital Budget Requests](#)

[FY13 Capital Budget & Related Documents](#)

[FY14-15 Governor's Operating Budget](#)

[May 2013 End Of Legislative Session](#)

- [General Fund Balance Analysis- Detail](#)
- [General Fund Balance Analysis- Summary](#)
- [General Fund Pie Chart](#)
- [General Fund Balance- Financial Summary](#)
- [Consolidated Fund Statement \(PDF\)](#)
- [Consolidated Fund Statement \(HTML\)](#)
- [All Funds Pie Chart](#)
- [Spending 1960 To Present](#)
- [Health Care Access Fund Statement](#)

http://www.mmb.state.mn.us/vendorresources

File Edit View Favorites Tools Help

★ Favorites | 📌 Suggested Sites | 🌐 Web Slice Gallery

Vendor Registration & Payment Questions

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Search MMB

- North Star
- Tax Information
- Weather Closure Info

MINNESOTA Management & Budget

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Vendor Registration & Payment Questions

A new accounting and procurement system, called Statewide Integrated Financial Tools (SWIFT), was implemented by the state of Minnesota on July 1, 2011. Vendors will interact with the state through the new Supplier portal, which is part of SWIFT. The Supplier portal consolidates the state's vendor registration function and provides vendors with new options. Review the Vendor Resources in the right menu before you begin the registration process.

Every company and organization doing business with the state is considered a vendor. In order to receive or view payments or invoices, every vendor, whether current, new or prospective, will need to register online with the state of Minnesota. Vendors can also update contact and address information in the Supplier portal. To register in the new Supplier portal every vendor needs a vendor ID number.

- Current vendors who had a vendor ID number with the state prior to July 1, 2011, have been reassigned new IDs. See the Current Vendor link in the right menu.
- New vendors will be assigned a new vendor ID when they go through the registration process in the Supplier portal.
- Once you have your vendor ID, you may register in SWIFT. To register, go to the Supplier portal at <http://supplier.swift.state.mn.us> and click

Vendor Resources

- Vendor IDs
 - Current Vendors
 - New Vendors
- Guide: View Awarded Events In Portal
- Guide: Vendor Authorization To Sign
- Guide: Vendor Collaboration On Contracts
- Guide: Vendor Signatures
- Guide: Requesting A User ID To Access The Supplier Portal
- Guide: Updating Vendor

Wireless Network Connection

Click here to select a certificate or other credentials for connection to the network mdwgen1430

CRIMINAL HISTORY SYSTEM

EVENT NUMBER
2000002239

Login

Login here as an existing User.

User ID:

Password:

[Sign In](#)

[? I forgot my password](#)

Click here to reset your password

[Vendor Registration Link](#)

Click here to register as a vendor with the State of Minnesota or locate your User ID if you are already a Vendor with the State of Minnesota.

[Create a new User Id](#)


Click here to create a new User ID. You must be a registered vendor to add a new User ID.

 [Instructions for Requesting a User ID to Access the Supplier Portal](#)

Click here to open instructions for requesting a User ID to the Supplier Portal.

[Vendor Training Guides - Interactive Version](#)

Click here to open the interactive training guides.

 [Instructions for Training Guides - Interactive Version](#)

Click here to open the instructions for the interactive training guides.

[Vendor Training Guides - Text Version](#)

Click here to open the screen reader compatible training guides.

 [Instructions for Enabling Accessibility Mode](#)

Click here to open the instructions for enabling accessibility mode in Supplier Portal

Vendor Information

[Vendor Resources](#)

[MMB Forms; EFT Bank Forms; Substitute W-9](#)

[Contact Materials Management Division \(MMD\);](#)

[Selling Goods & Services to State Agencies](#)

[MMD Official Solicitations Announcements](#)

[MN Secretary of State \(SOS\): MN Business Registration](#)

[MN Department of Revenue \(DOR\)](#)

[MN Department of Human Services MN-ITS](#)

[MN Department of Commerce Unclaimed Property](#)

Supplier Portal Announcements

Vendors with questions about responding to a specific event, solicitation, bid or proposal opportunity or needing to register in the supplier portal so they can bid on an event, may contact the MN Dept. of Administration, Materials Management Division at 651/201-8100, option 1. Then follow the prompts to connect you to the correct contact person.

01/02/13: 2013 Changes for Minnesota Vendors. Several changes are being implemented for vendors utilizing the Supplier Portal. To view these changes go to:
<http://www.swift.state.mn.us/doc/messages/announce-12-31-12.pdf>

If your password has expired, please click on the Change Password link located under the message in red. Do not use the I forgot my password link, this will not reset your password.

If you are a returning Vendor and you do not have a User ID then be sure to obtain a User ID by clicking Vendor Registration link located in the Login section. Be sure to provide your Vendor Name, TIN Type and your Federal ID number or SSN!

If you are having issues when attempting to view attachments, check to see if your Pop-Up Blocker is turned on. Pop-Up Blocker must be off in order to view attachments.

Users who are using the Safari or IE9 internet browsers have experienced problems when attempting to Register.

If you experience a problem trying to view a page or any data, please clear your browser cache.

Events

YOU MUST BE REGISTERED as a vendor to participate in these events or to receive notice of any addenda issued.

Solicitations

NOTICE - This is not the official announcements page. Not all solicitations are provided. [Click here for a current listing of solicitation announcements.](#)

Sell Events

Events			Customize	Find	First	1-49 of 49	Last
Event Name	Business Unit	Event ID					
Acorn Sinks & Hardware for D1 Rest Areas	T7901	2000001504					

Supplier Portal

[Home](#) | [Print](#) | [Sign out](#)[Favorites](#) | [Main Menu](#) > [Manage Events and Place Bids](#) > [View Events and Place Bids](#)[New Window](#) [Help](#) [Customize Page](#) [http](#)

Sourcing Information

If you wish to bid on the following event you must:

A) BE A REGISTERED VENDOR WITH THE STATE OF MINNESOTA: Perform the following if you are not yet a Registered Vendor with the State of Minnesota;

- Click the link labeled HOME in the upper right portion of the screen.
- Click the Vendor Registration link that appears on the login page.
- Follow the Registration instructions.
- Log into the system via the Login page.
- Enter Bid.

B) HAVE A USER ID: Perform the following if you are a Registered Vendor AND DO NOT have a User ID;

- Click the link labeled HOME in the upper right portion of the screen.
- Click the Vendor Registration link that appears on the login page.
- Enter your Vendor Name, FEIN or SSN on the Vendor Registration page and follow the instructions.
- Log into the system via the Login page.
- Enter Bid

C) LOG INTO THE SYSTEM: Perform the following if you are a Registered Vendor AND have a User Id:

- Click the link labeled HOME in the upper right portion of the screen.
- Log into the system using your User ID and Password on the Login page.
- Enter Bid.

Supplier Portal

[Favorites](#) [Main Menu](#) > [Manage Events and Place Bids](#) > [View Events and Place Bids](#)

Event Description:


The Department of Public Safety - Bureau of Criminal Apprehension (BCA) is seeking proposals to implement a criminal history system to replace the current Computerized Criminal History (CCH) System.

Contact: Maureen Janke [View Address](#)
Phone: 651/793-2720
Fax:
Email: maureen.janke@state.mn.us
[Discuss Event in Forum](#)

Payment Terms:
My Bids: 0
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed

Live Chat Help:

Legend: Denotes a question where a response is required.
 ★ Your bid cannot be submitted if a response is not provided.

 Line Comments/Files

Lines					
Customize Find View All First 1 of 1 Last					
Line	Description▼	Unit▲	Requested Quantity▲	Status	Line
1	CRIMINAL HISTORY SYSTEM IMPLEMENTATION	EA	1.0000		

[Return to Event Search](#)

For SWIFT Assistance

- SWIFT VENDOR HELP LINE

- 651-201-8100

- OPTION 1

and then

- OPTION 1

Where We Are in the Process

- Get in and register
 - ☐ Download the full RFP
 - ☐ Complete any of the required General Information and SAVE
- Attend the Vendor Day
 - ☐ Ask Questions

RFP Deadlines

- Questions Due February 3, 2014 by 2:00PM CT
- Prospective responders who have any questions regarding this request for proposal may contact:
Maureen Janke, Contracts Manager
maureen.janke@state.mn.us
- Answers posted in SWIFT by February 6, 2014 4:00PM
- Final Questions Due February 12, 2014 by 2:00PM CT
- Answers posted in SWIFT by February 19, 2014 4:00PM

PROPOSAL DUE DATE

- PROPOSALS DUE

- **MARCH 17, 2014 2PM CT**

- SWIFT will close

- Evaluation and selection planned to complete by May 16, 2014



RFP Overview & Evaluation Process

Jerry Olson
Sr. Project Manager

Topics

- RFP Exhibit Overview
- Response Content
- Cross Reference Matrix
- Evaluation Process
 - Technical
 - Cost

RFP Exhibit Overview

- 7 Exhibits – Basis for contract
 - A: SOW
 - B: BRS
 - C: SRS
 - D: Data Conversion
 - E: Records & Throughput
 - F: Glossary
 - G: Cross Reference Matrix

Response Content


- Present your solution in its best light.
- Identify the response items we require.
- Missing information may disqualify you or affect points during the evaluation.
- Identify staff with criminal history experience that will work on this project.
- Be clear, concise and thorough, but more is not always better.

Cross Reference Matrix

- This is a key document for you and us.
- For you:
 - ☐ Requirements priority
 - ☐ Communicate requirements comments
- For us:
 - ☐ Shows if you will provide what we want
 - ☐ Where each requirement is described
- Don't repeat your response in comments.

Cross Reference Matrix

- Must Submit in MS Excel format
- Include your “Self Rating” based on the options listed.
 - No math performed on this column
 - We will verify



		Vendor Self Rating		
ID	Process Area / Requirement	{Vendor Name}	Priority	RFP Response Page Number Reference
	Application Software Fit			

Cross Reference Matrix


■ Requirements “Priority”

- This RFP describes the system desired.
- We expect “High Priority” requirements.
- Some requirements are improvements or features we want.

		Vendor Self Rating		
ID	Process Area / Requirement	{Vendor Name}	Priority	RFP Response Page Number Reference
	Application Software Fit			

Cross Reference Matrix

- RFP Response Page Number will help us locate supporting information for specific requirements within your response.

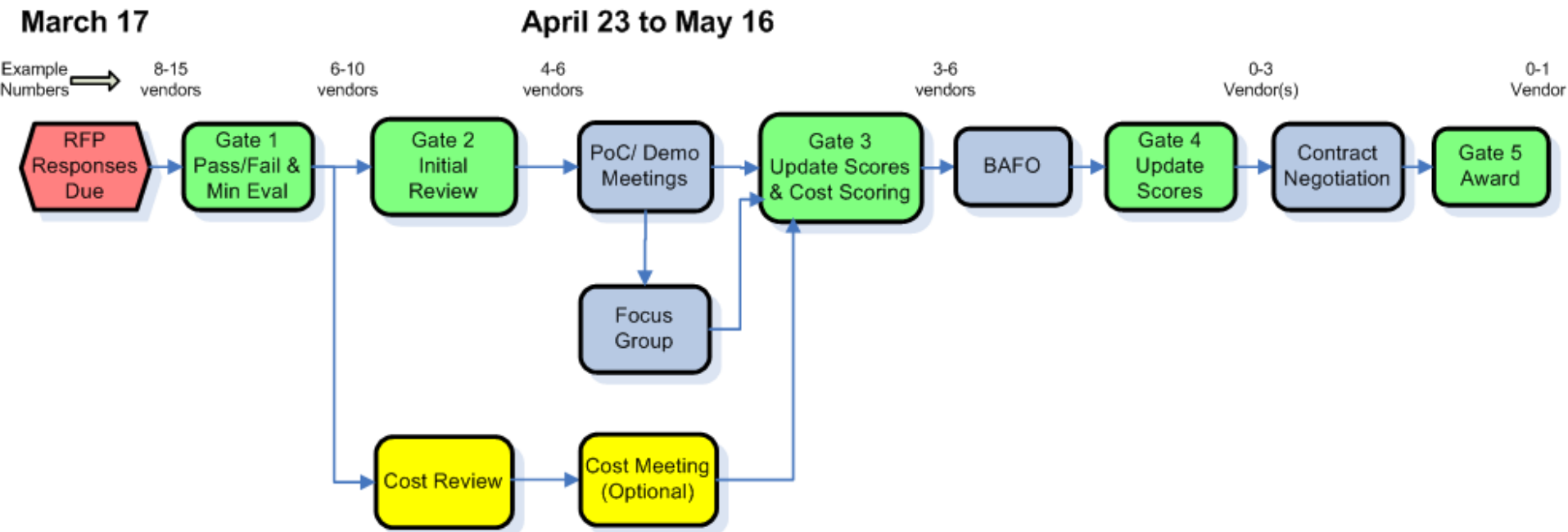


		Vendor Self Rating		
ID	Process Area / Requirement	{Vendor Name}	Priority	RFP Response Page Number Reference
	Application Software Fit			

Evaluation Process

- Objective: Select the best overall solution.
- Multi-gate process intended to progressively filter responses.
- Process will include meetings with the top responders that may include:
 - Presentations
 - Proof of Concept/Demos
 - Focus Group Evaluation

Evaluation Process



Response Scoring

- The scoring process is designed to evaluate a range from COTS to custom solutions and identify the best solution.
- The scoring focus is different at each gate.

Cost Evaluation

- Separate evaluation team.
- Based on “Total Cost of Ownership”
 - What we are buying from you
 - What we must buy (hardware & software)
 - Resources the State must provide; employee, contract staff, space, other purchases
 - Maintenance costs
 - Other costs

Cost Evaluation

- Identify the cost of the minimum we must buy to meet our requirements.
- Including costs for features we did not ask for may not help you.
- Make it possible for us to compare.



Glossary Highlights

Jennifer Battan, CBAP®
Sr. Business Analyst

Minnesota Specific Terms

- Suspense
- Hold
- Seal
- Expunge

Minnesota Specific Terms

- Predatory Offender Registry
- Methamphetamine Offender Registry

Minnesota Specific Terms

- Questioned Identity
- Challenge
- Statement of Disagreement

Minnesota Specific Terms

- BioID
- Civil Applicant Processing System (CAPS)

Minnesota Specific Terms

- Controlling Agency (CAG)
- National Fingerprint File (NFF)



Business Perspective

Wendy Gray

Criminal History Supervisor

Julie LeTourneau Lackner

Biometrics & CH Business Manager

Topics

- Business Perspective for a new system
- Opportunities for improvement
- Key Improvement Drivers & Goals
 - Reduce manual processes
 - Ease of use
 - Record quality
 - Management tools
 - Service to customers

Business Perspective

- Old System, Old Technology
 - Difficult to modify/integrate
 - MNCIS
 - Point of sale software
 - SWIFT
 - Future applications
 - Difficult to find resources to maintain it
- Consolidate multiple applications

Business Perspective

■ Today

- ☐ Nationally recognized leaders
- ☐ National Fingerprint File participant

■ Future

- ☐ Complex rules need to be preserved
- ☐ Current automation must be retained
 - FBI synchronization
- We're looking for a forward thinking solution providing flexibility for the future.

Reduce Manual Processes

- Streamlining processes
- Integration of document management
- Automated workflow manager
 - Minimize handling paper
 - Moving from person to person
 - Work from scanned documents
 - Automating task creation and assignment

Improve Ease of Use

- Users currently use notes, multiple instances of the application, and compare from partner systems.
- User Interface
 - ☐ Straightforward – intuitive
 - ☐ Consolidate different applications/interfaces
- User documentation for ease of training necessary staff.

Improve Ease of Use

- Reduce reliance on technical staff for business changes
 - ☐ Adding/modifying codes
 - ☐ Modifying dissemination rules

Improve Record Quality

- Reduce suspense
 - Implement matching processes
 - Other ideas
- Looking to vendor for new perspectives.
- Shift focus from data entry to data quality.
- Agency access to maintain records, but enforce rules for what agencies are allowed to change and when.

Improve Record Quality

- Moving to one SID per person
 - Automation of processes
 - Aligns with direction of FBI and AFIS
- Consistent application of dissemination & retention rules
 - Within the system
 - As data is disseminated

Improve Management Tools

- Business management/monitoring
 - Audit capabilities
- Getting information out of the system
 - Ad hoc reporting
 - Reduce dependency on development staff

Improve Service to Customers

- Easier to read criminal history record
- Background checks
 - ☐ Electronic requests
 - ☐ Electronic dissemination
- Ready for new services and volumes
 - ☐ Increased background check volume
 - ☐ RAP Back



Architecture Overview

Dave Everson

SOA Architect

Mark Girard

Middleware Architect

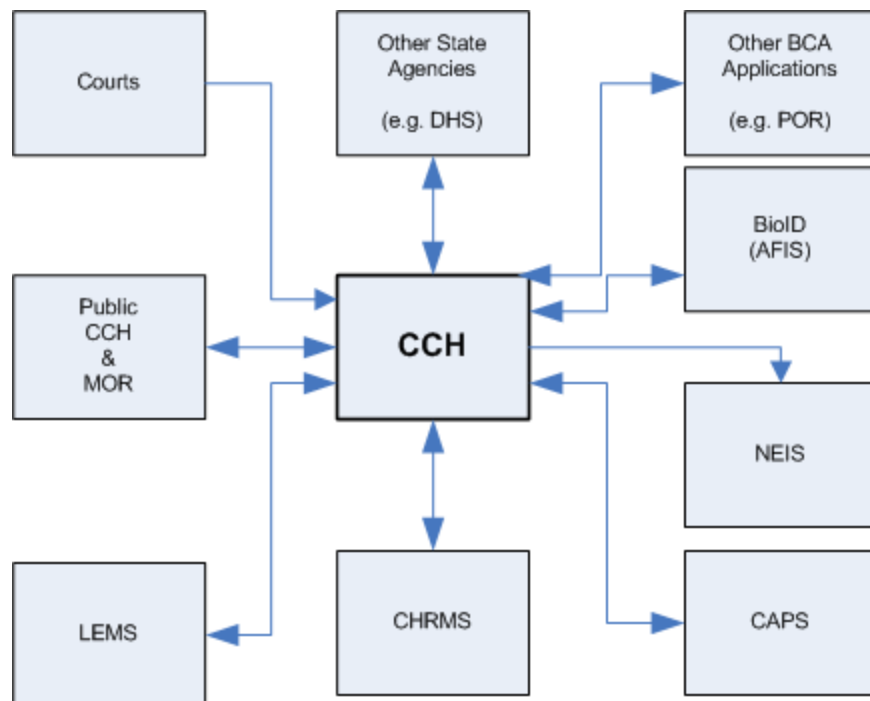
Topics

- Current CHH Architecture
- MNJIS Strategic Goals
- MNJIS Architecture Drivers, Goals & Principles
- SOA Reference Architecture
- NIEM
- Person Identity Management
- MNJIS Current Infrastructure

Architecture Purpose

- To provide a decision framework, in the context of the business strategy, for the use of technology in the enterprise.
- The architecture is responsible for defining how technology will be used to support the business strategy and benefit the business.

Current CCH Architecture



- DEC/HP/Compaq Alpha Cluster
- Oracle Rdb 7.0-12
- BEA MessageQ
- Apache XML Parser
- COBOL, PL/I, C++
- Open VMS V7.3-1

MNJIS Strategic Goals

- Enable the Mission through Information Sharing
- Enable the Mission by Providing Services for our Customers
- Support Effective and Efficient Use of MNJIS Resources
- Provide Resilient and Secure Infrastructure
- Leverage Common Administrative Solutions

MNJIS Architecture Drivers

- State Legislature
- Federal Policy
- Governor's Office
- Commissioner's Office
- Policy Group / Task Force
- Customers: Both Public & Internal
- State Policies / Rules

MNJIS Architecture Goals

- Business & IT Alignment
- Align Costs to Meet Business Needs
- Architecture Standardization
- Allow for Flexibility/Configuration for Changing Business Requirements
- Increase Software Engineering Productivity
- Improve Overall Quality
- Asset Management

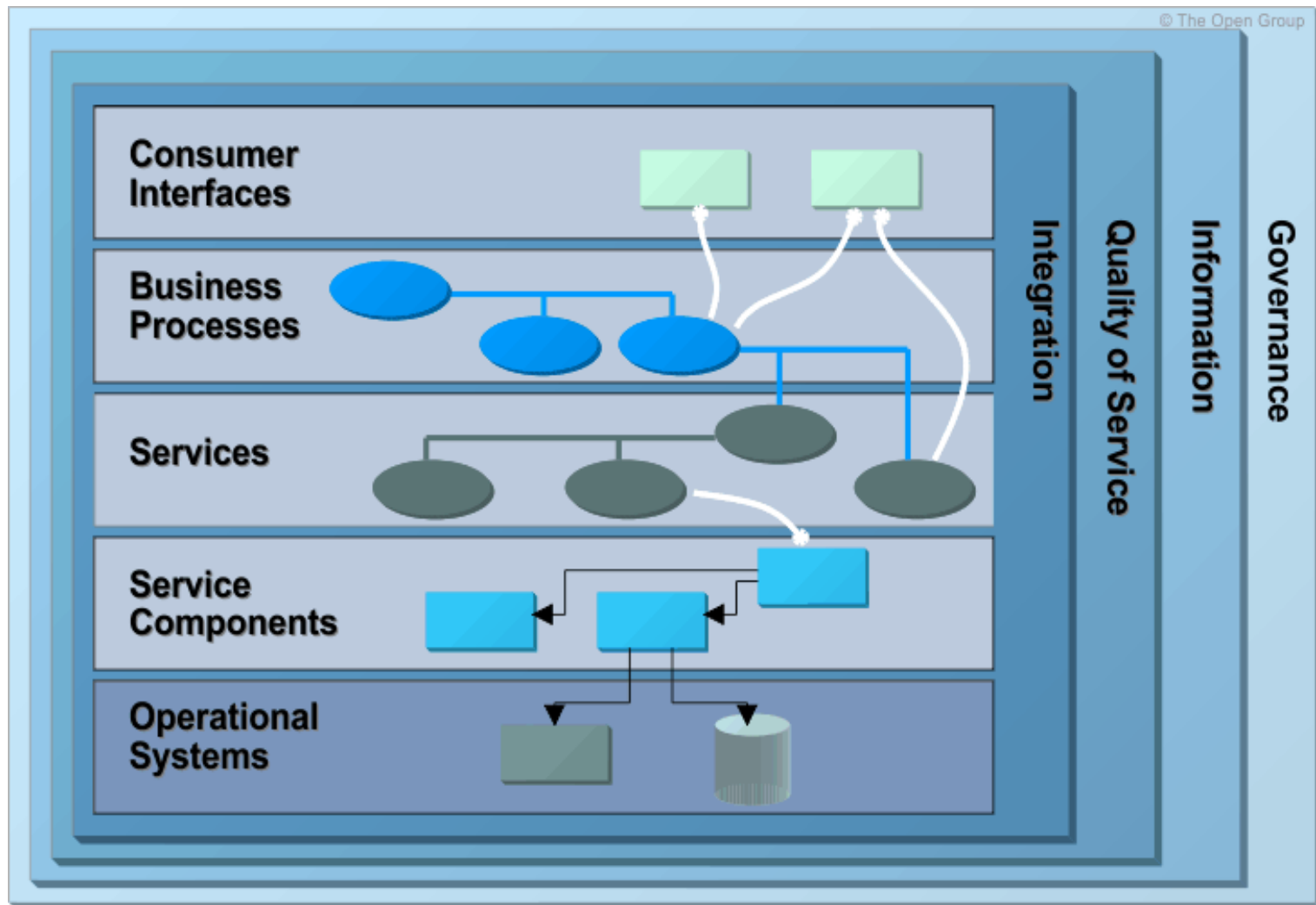
MNJIS Architectural Principles

- Information is a BCA Asset
- Data and Information Stewardship
- Integration & Interoperability
- Reuse Before We Buy & Buy Before We Build Internally
- Ensure Security, Confidentiality & Privacy
- Continuity of Operations Planning

MNJIS Architectural Principles

- Enterprise Network as “Virtual” LAN
- Information Access
- Reengineer First
- Total Cost of Ownership
- Mainstream Technologies
- Industry Standards
- Architectural Management

TOGAF SOA Reference Model



NIEM 3.0

- Preferred Information Sharing Standard
- Required for External BCA Exchanges
- Leverage ESB to translate between Proprietary XML and NIEM 3.0

Person Identity Management

- Strong Preference for CHS to Integrate/Support a Standalone Person Identity Management System
- To foster better reuse and minimize redundancy between MNJIS systems

MNJIS Development Languages

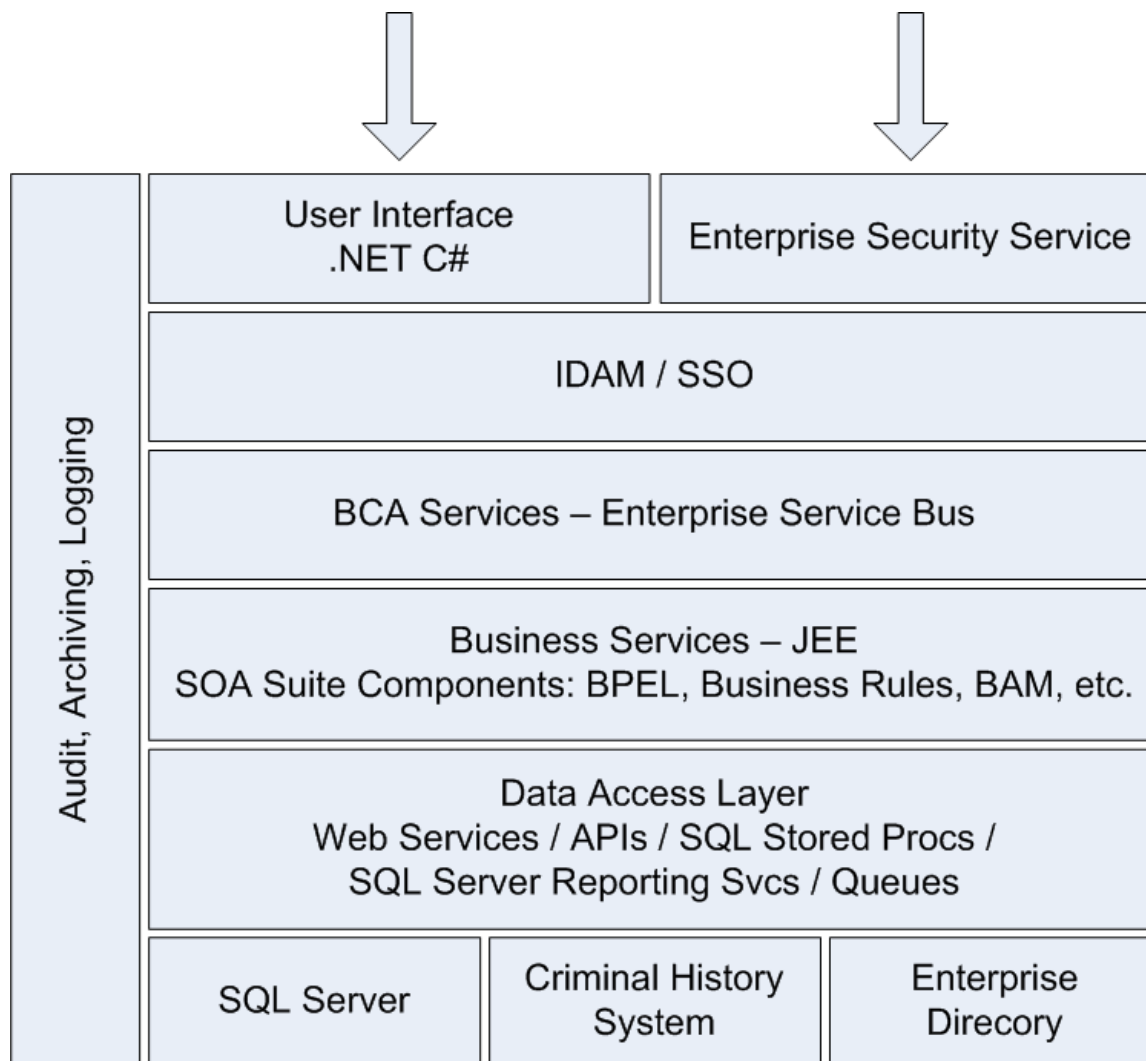
■ Client

- ☐ User Interfaces
- ☐ .NET C# MVC 4.0
- ☐ Deploy to IIS

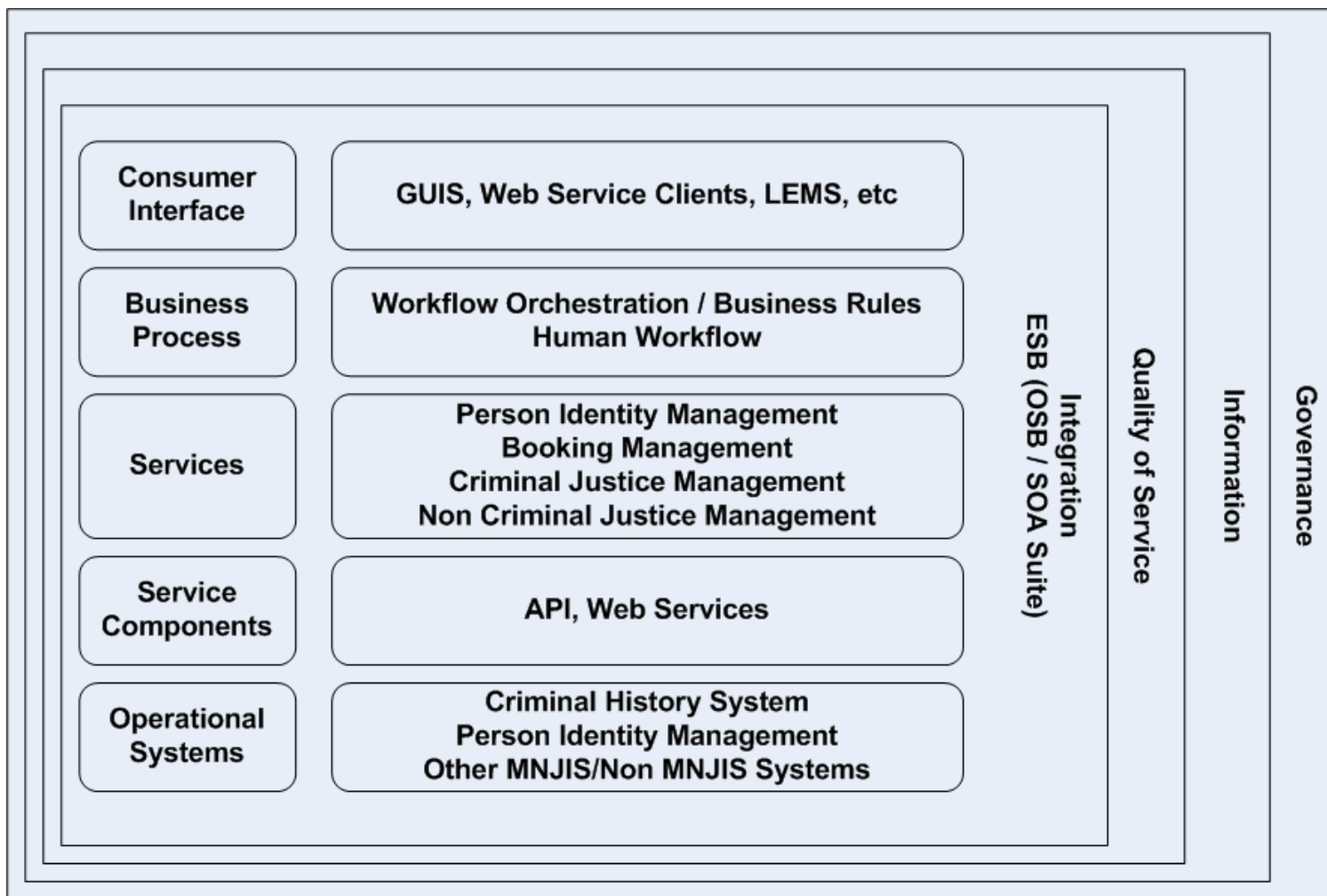
■ Server

- ☐ Web Services, SOA/BPEL Components
- ☐ EJB Business Logic
- ☐ JEE 6.0
- ☐ Deploy to WebLogic 10.3.6

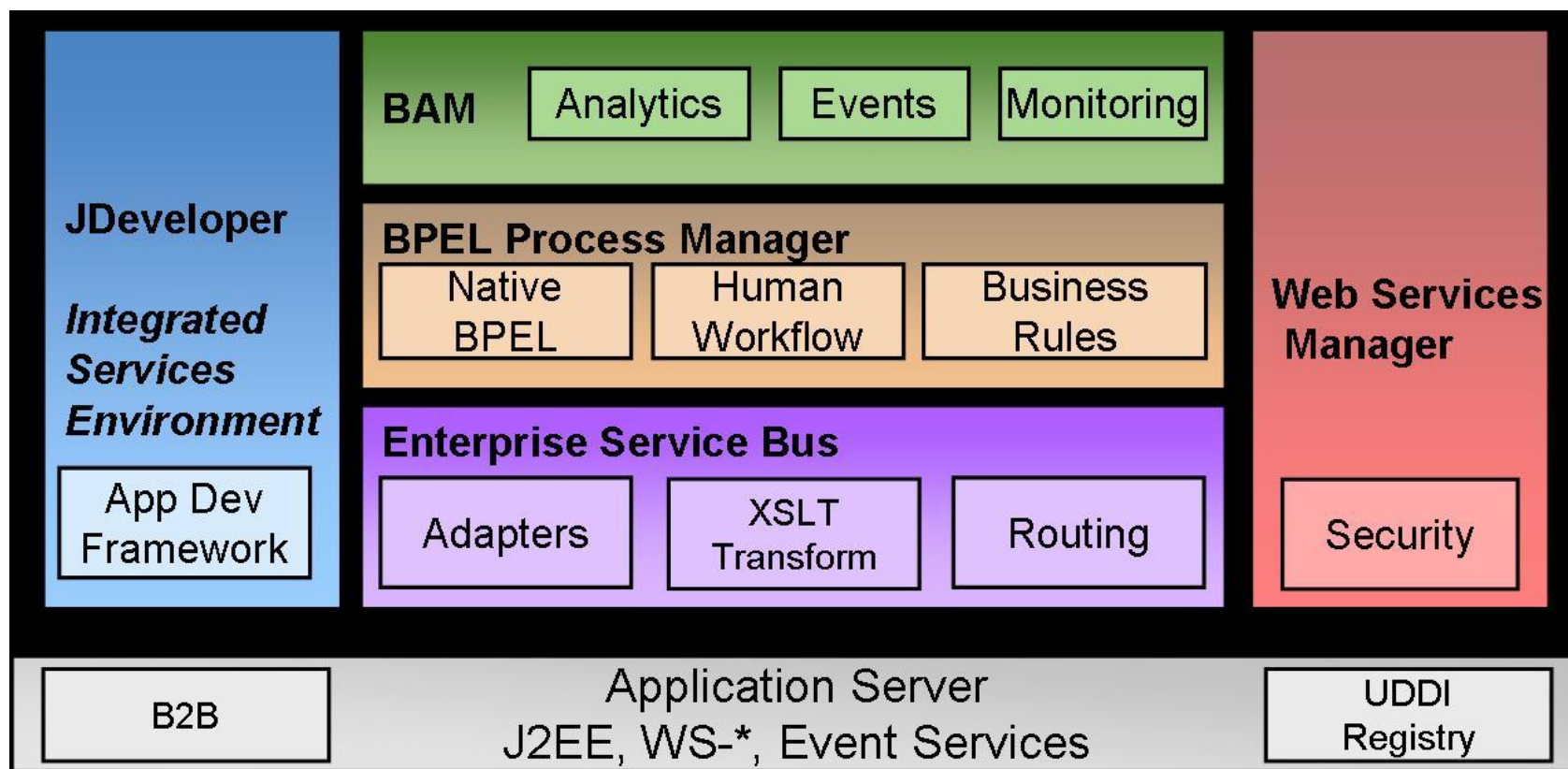
Current MNJIS Service Pattern



Layering CHS on SOA RM

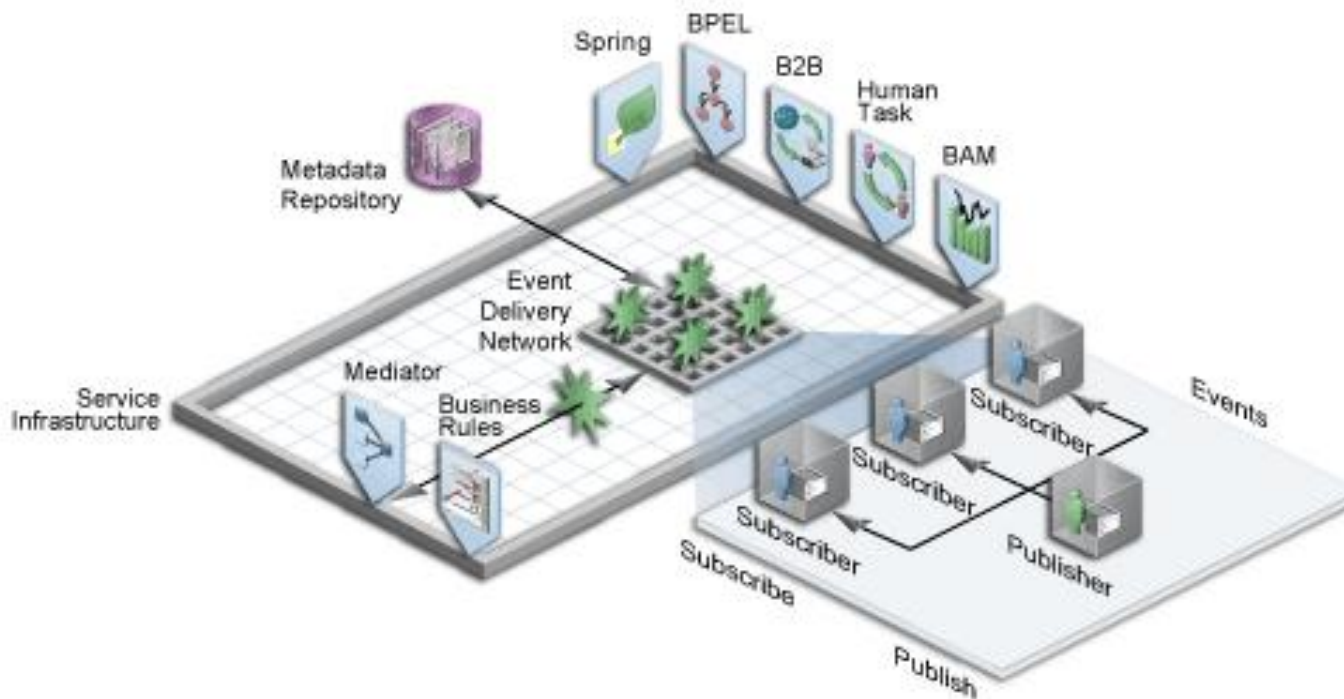


Oracle SOA Suite



Source: onlineappsdba.com/index.php/2007/12/09/oracle-soa-suite-overview

Oracle SOA Suite: Event Delivery Network



Source: docs.oracle.com/cd/E14571_01/integration.1111/e10223/06_business_events.htm



Lunch Break



Future State Overview

Luther (Ed) Cutchins
Sr. Business Analyst

Topics

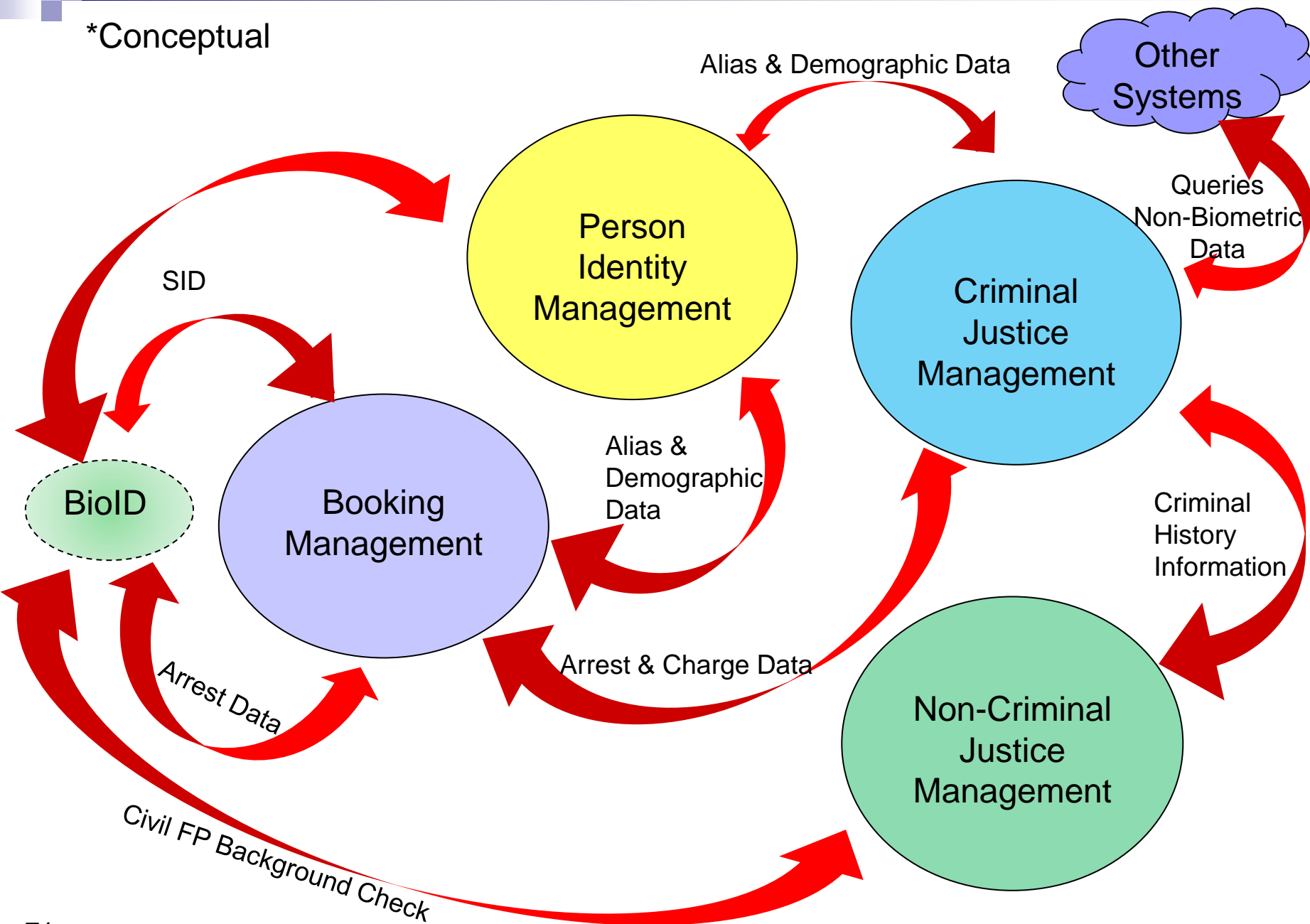
- Introduction to Capabilities
- Conceptual view of the system

Introduction to CHS Capabilities

■ Four Core Capabilities

- ☐ Booking Management
- ☐ Person Identity Management
- ☐ Criminal Justice Management
- ☐ Non-Criminal Justice Management

*Conceptual





Capabilities & Requirements Overview

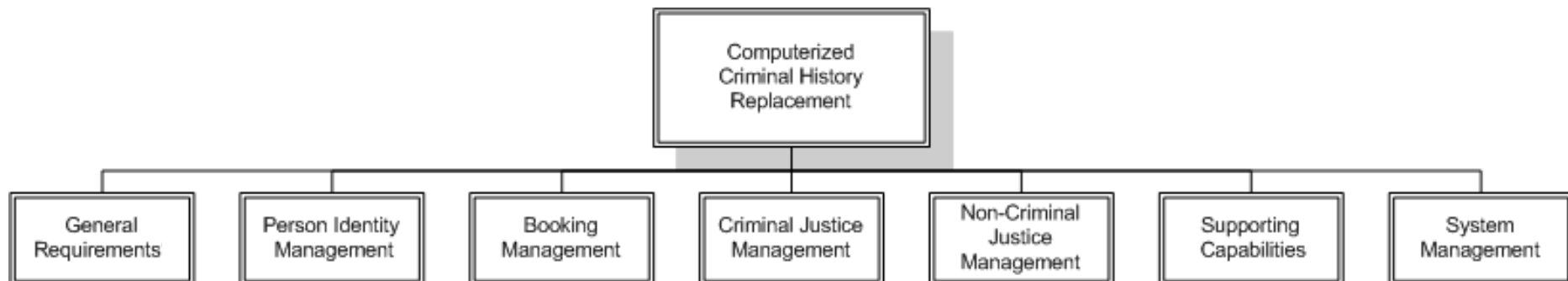
Jennifer Battan, CBAP®
Sr. Business Analyst

Topics

- Requirements approach
- Overview of requirements by capability
- Next steps for requirements

Requirements Overview

- The BRS is structured using the capabilities, with additional sections added for clarification or requirements which apply to multiple capabilities.



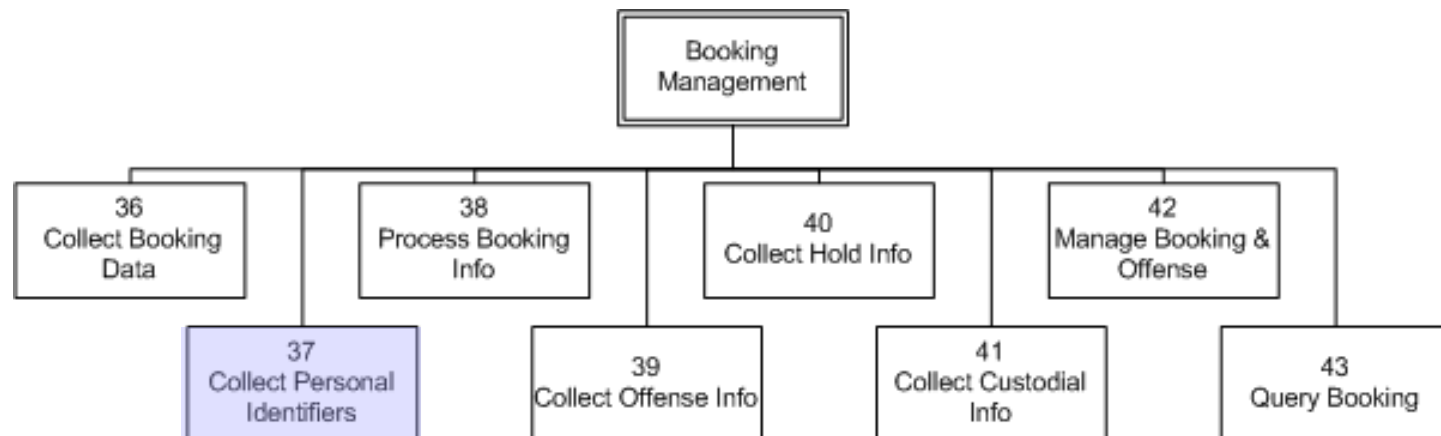
General Requirements

- Event based system based on biometric identification.
 - 100% confidence that the person being identified is the actual person.

- One system to support:
 - Juvenile Delinquent & Adult Criminal records.
 - Criminal & Civil background check processes.

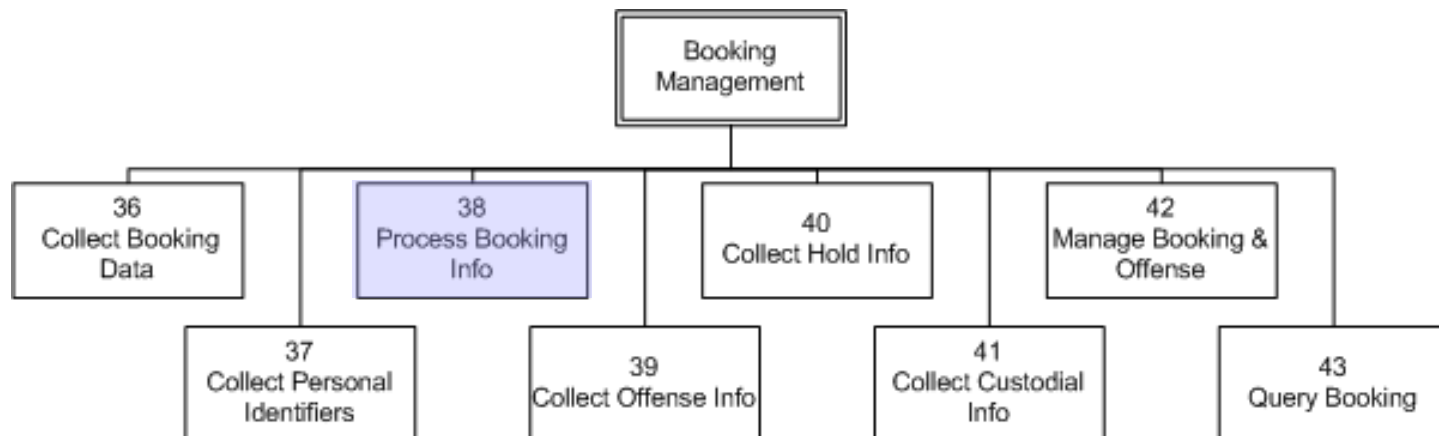
Booking Management

- Maintain Alias and Demographic information with the event.



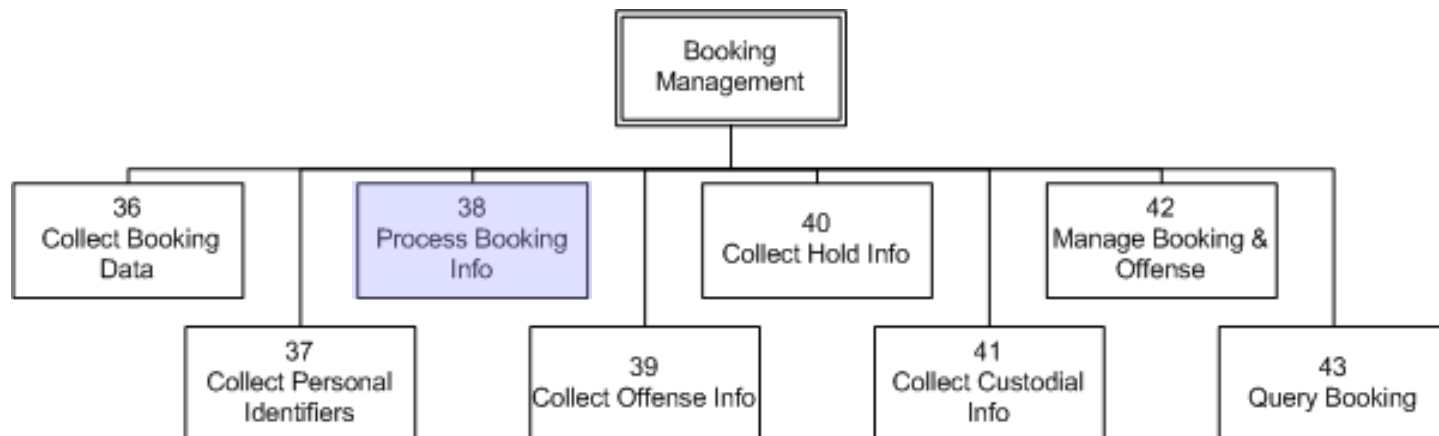
Booking Management

- Identify events as Adult or Juvenile
- Allowing the distinction to be changed



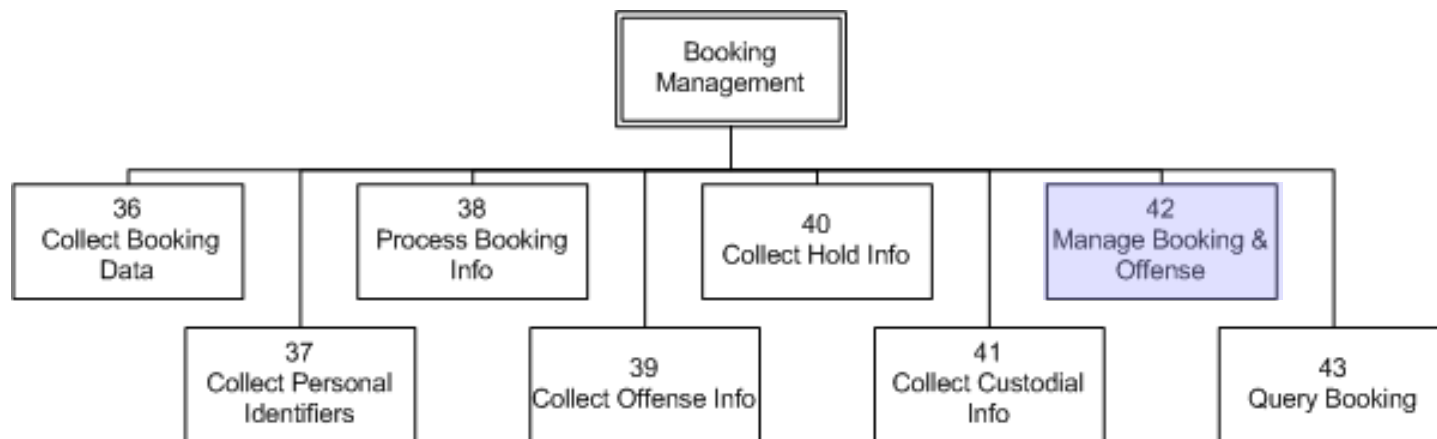
Booking Management

- Handle booking event complexities
 - Multiple booking types in one event
 - Identify and prevent possible duplicate bookings when corrections are sent



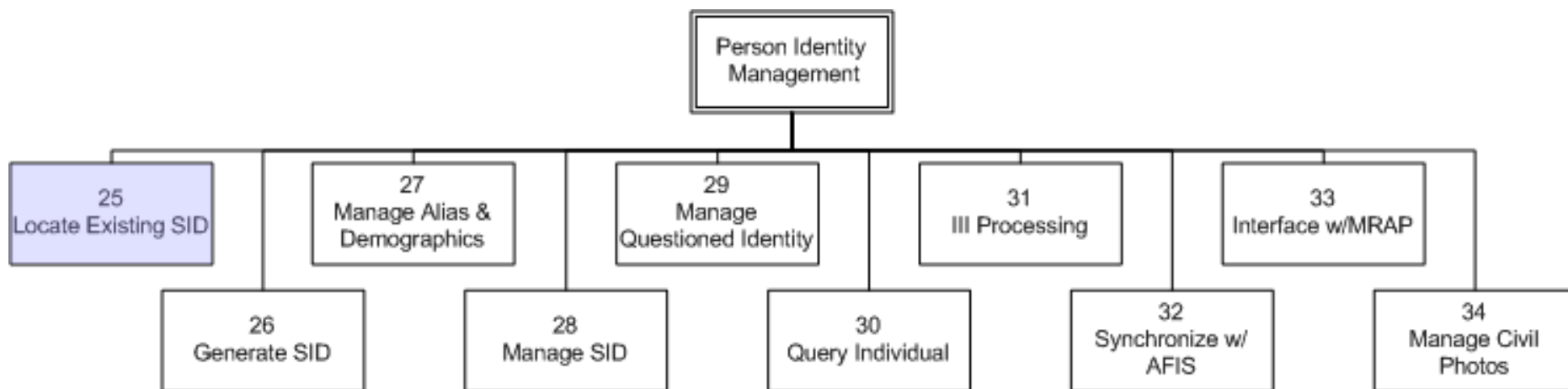
Booking Management

- User interface to allow agencies to update booking information and resolve duplications
- Enforce update rules



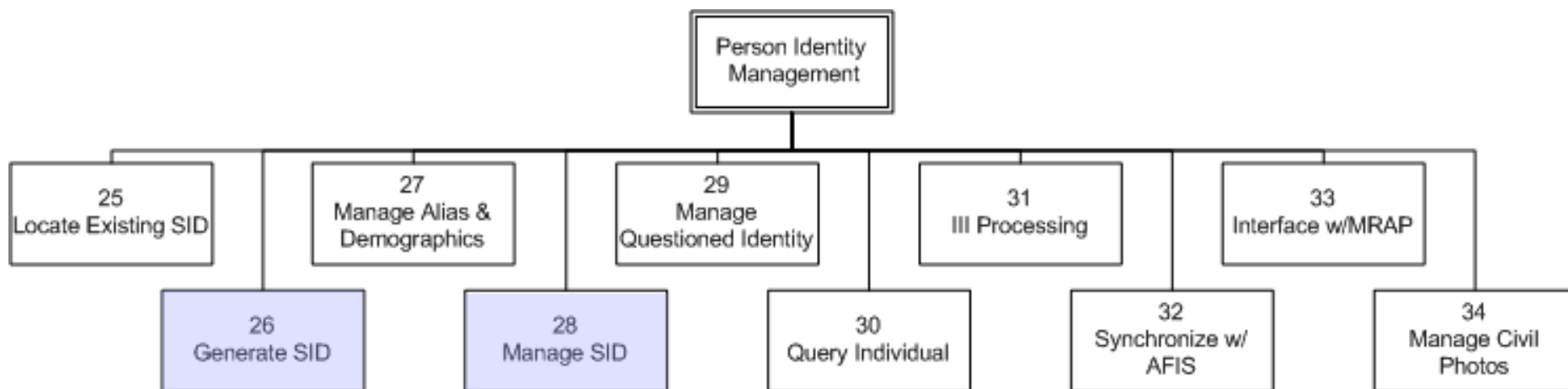
Person Identity Management

- High desire for this capability to stand alone for reusability within other systems.
- Indicate the type of biometric on file
 - Fingerprints at implementation



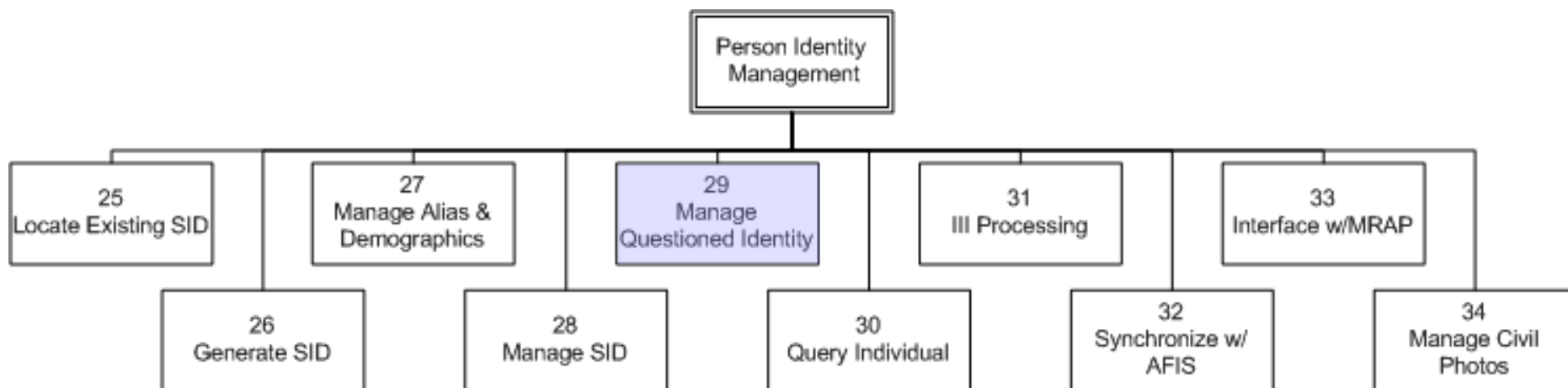
Person Identity Management

- Moving to a single SID with identifiers for event types
- Generate, Validate & Assign SID
 - Manage SID info, view SID history



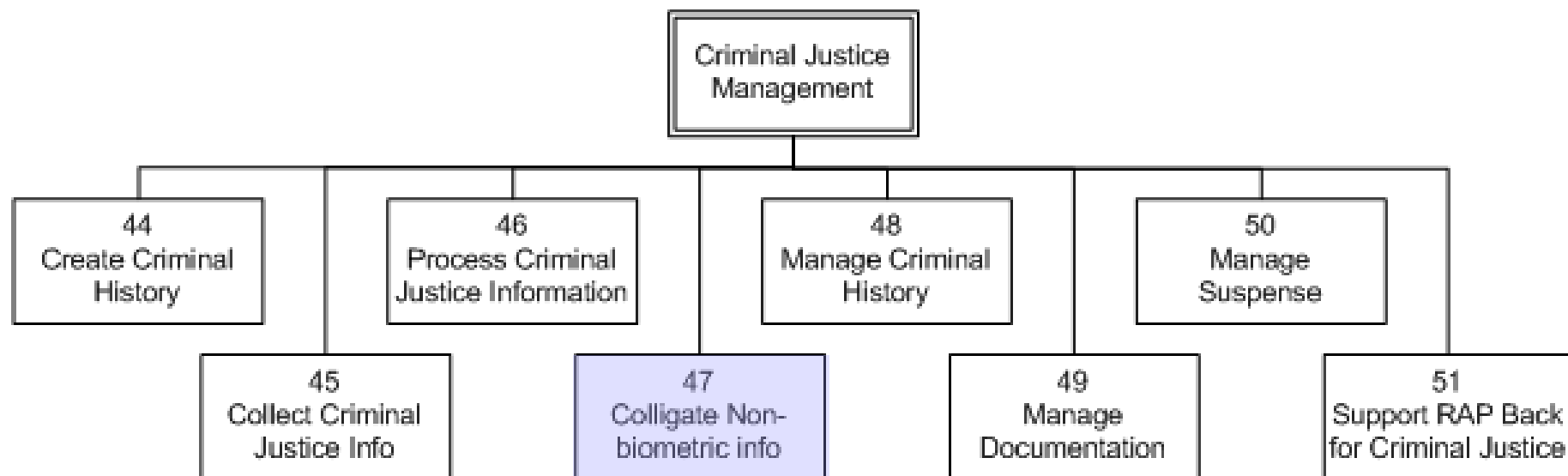
Person Identity Management

- Manage Questioned Identity documents
 - Generate letters with validation number
 - Public access to validation number authentication



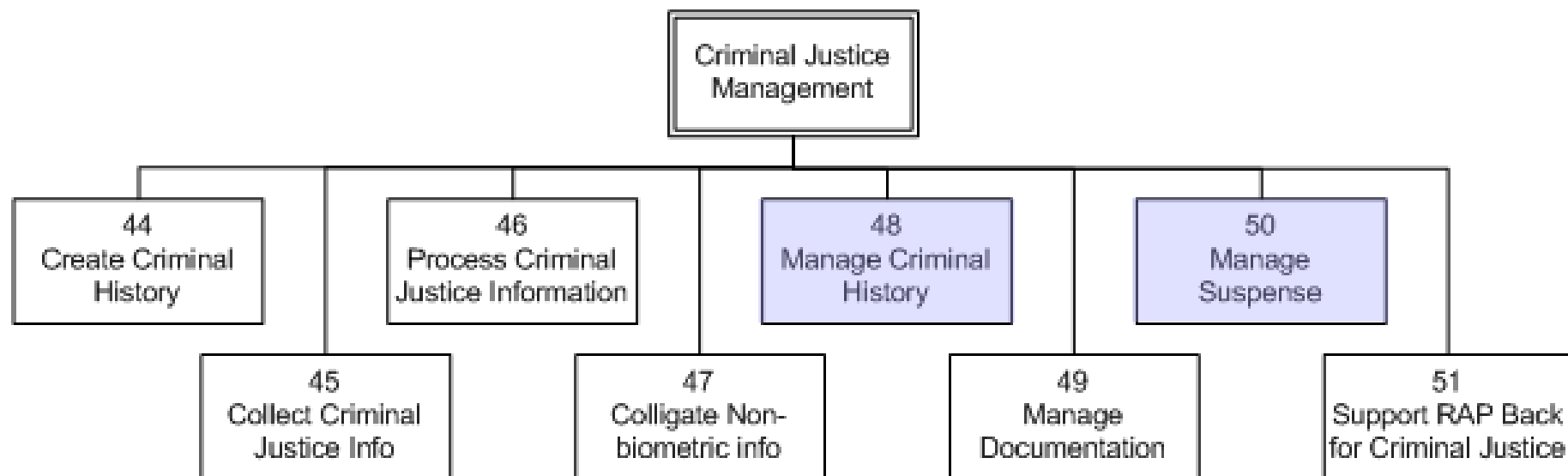
Criminal Justice Management

- Colligation of non-biometric information is a key task the new system must provide.



Criminal Justice Management

- Allow access to agencies to manage events, including suspense.
- Manage, research and resolve suspense.



Non-Criminal Justice Management

- End to end background check processing for civil background checks
 - Manage Informed Consent
 - Real-time background check processing



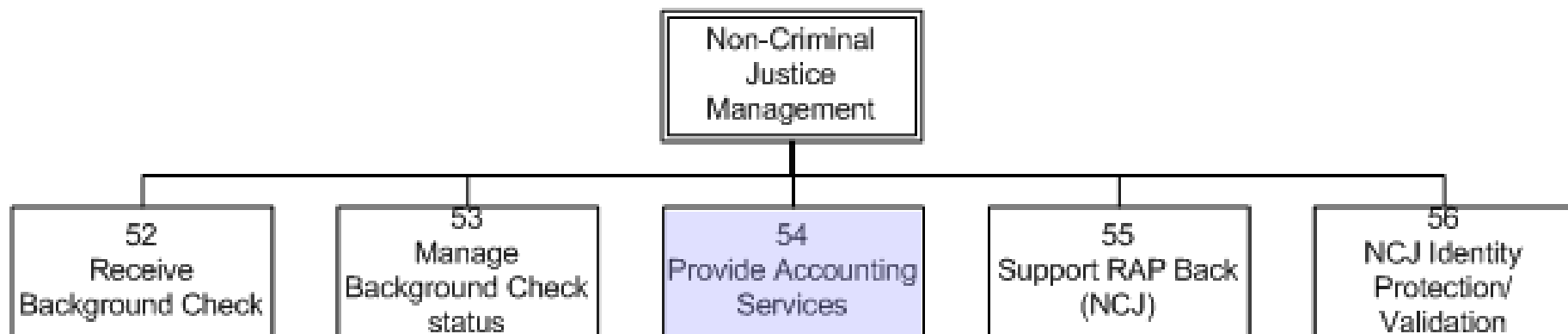
Non-Criminal Justice Management

- Provide a secure web interface for:
 - Background check requests
 - Delivery of background check results
 - Background check status requests & updates



Non-Criminal Justice Management

- Accounting services for all background check processes
 - Managements of accounts
 - Accept payments
 - Account reconciliation

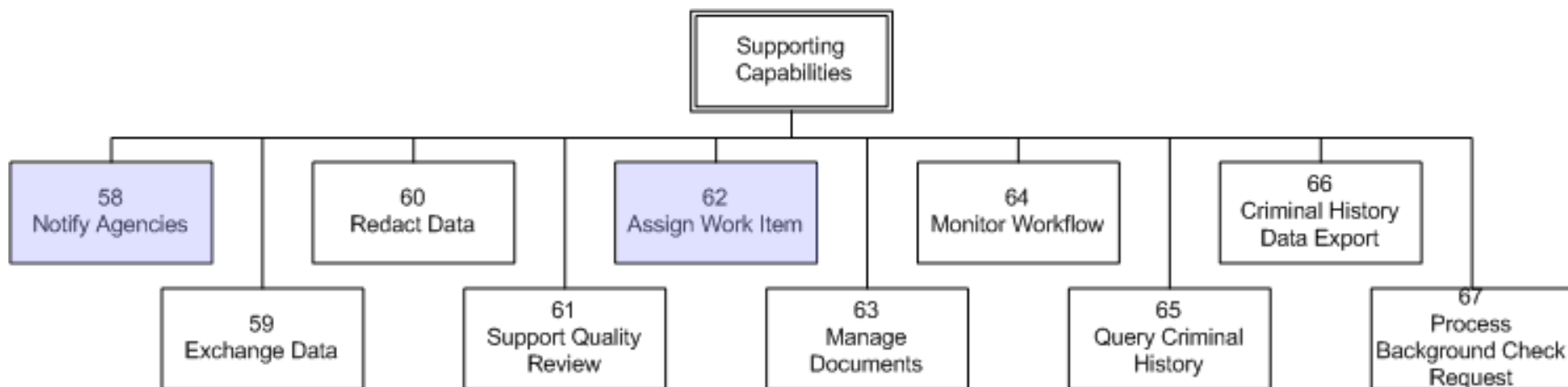


RAP Back & Identity Protection

- Support RAP Back for both Criminal Justice and Non-Criminal Justice purposes.
 - Interface with and use of the FBI's NGI Rap Back Services
 - Minnesota only RAP Back
- Identity Protection & Verification

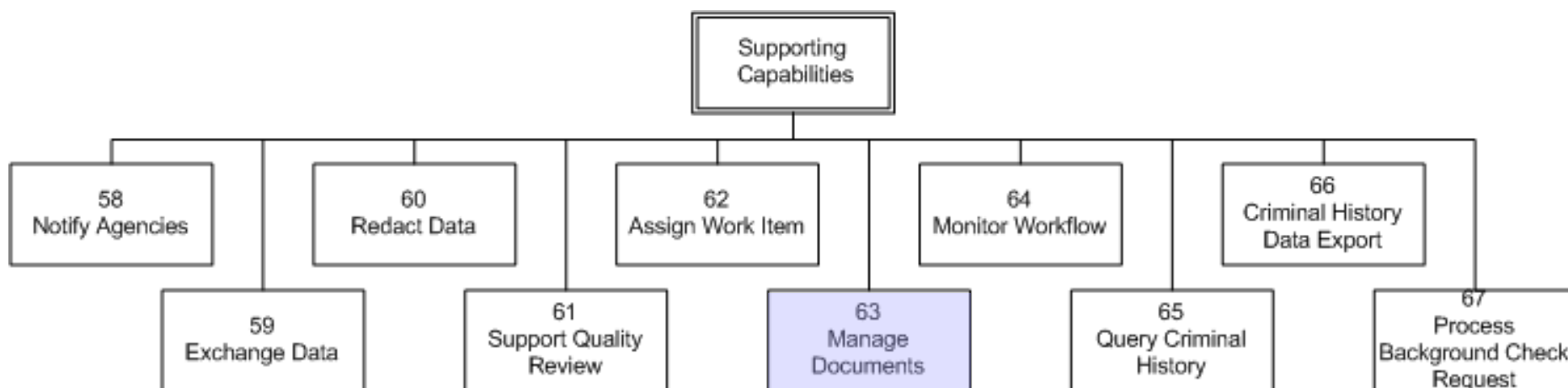
Supporting Capabilities

- Generate and deliver notifications to criminal justice agencies.
- Create and assign tasks to analysts, monitor workflow, provide reporting.



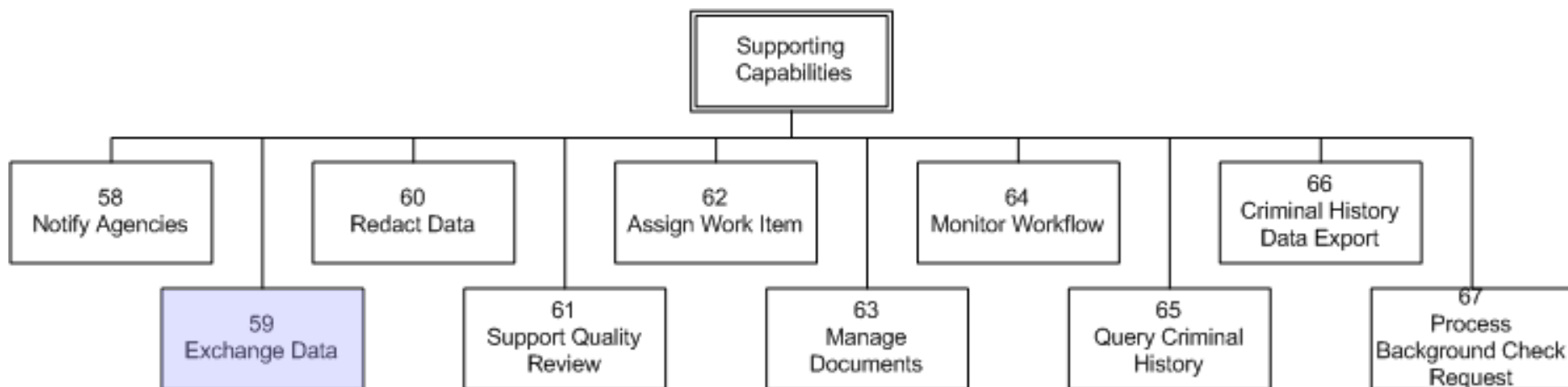
Supporting Capabilities

- Streamlining document management
 - Reduce dual work efforts
 - Improve access to documents from records



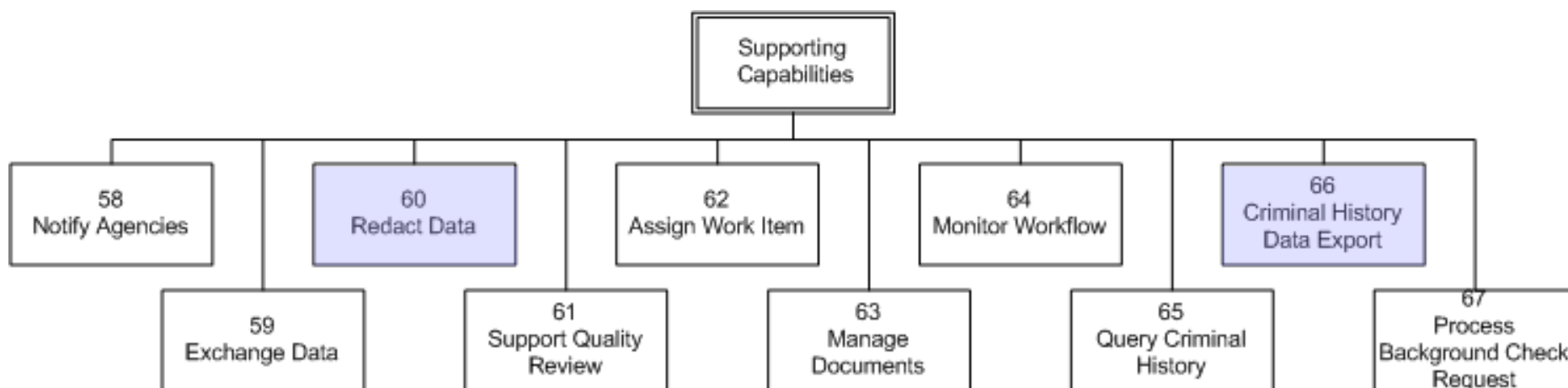
Supporting Capabilities

- Exchange data with select criminal justice systems.
 - Minnesota specific or internal systems
 - Systems external to Minnesota



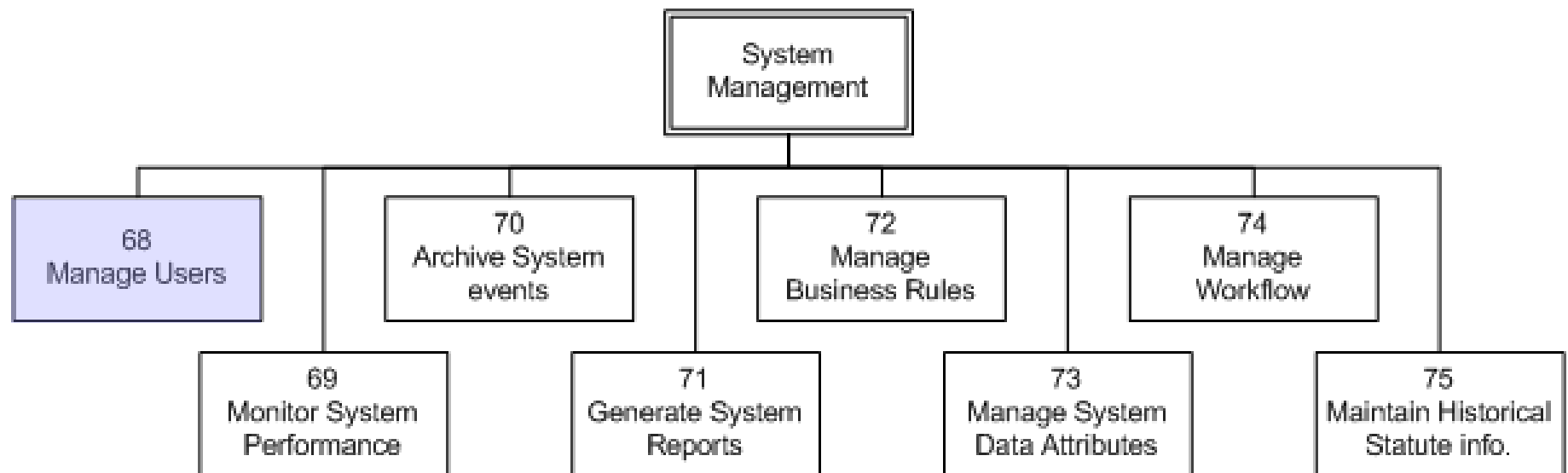
Supporting Capabilities

- Apply redaction rules both within the system and as data is disseminated.
- Deliver ad hoc data extract requests or reports in hard copy or electronic formats.



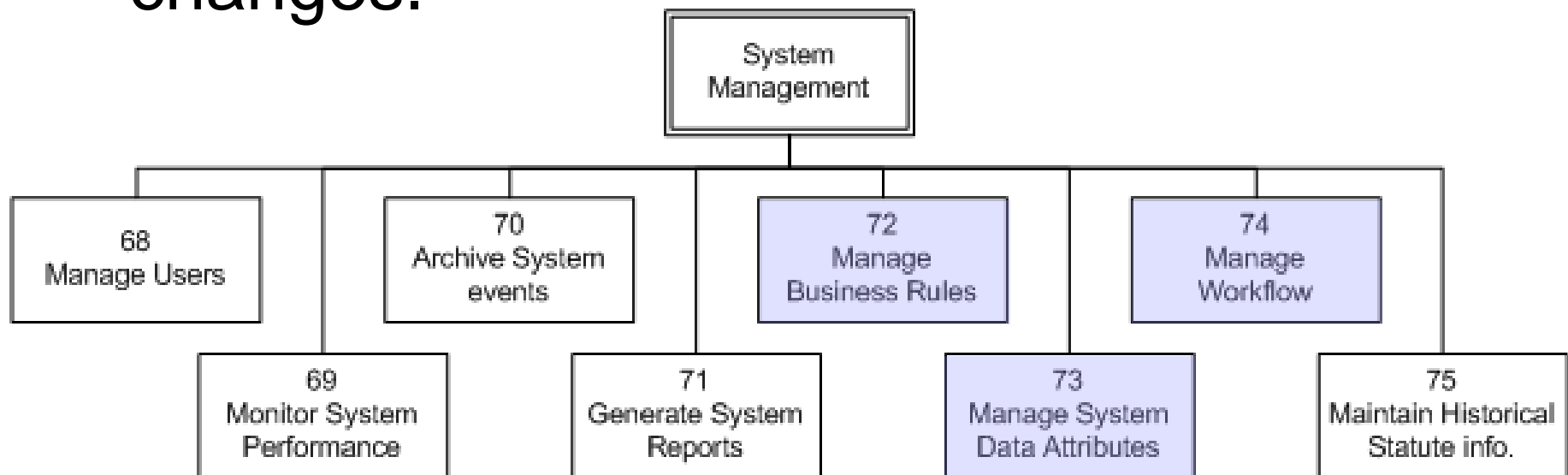
System Management

- Enable user management, including access and authorization for internal and external users.



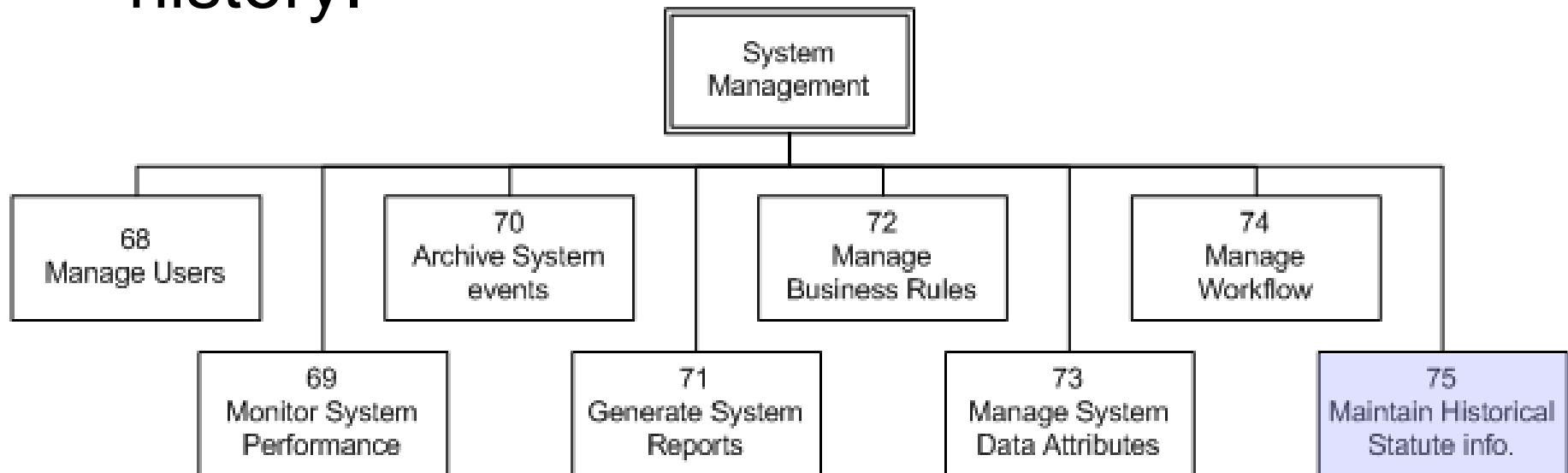
System Management

- Enable management of business rules, workflow changes, and data attributes to quickly adapt to legislation or business changes.



System Management

- In addition to utilizing a shared Minnesota Statute Service, the system maintains historical statutes which impact criminal history.



Use Cases & Additional Detail

- The functionality of the desired system is well understood.
- We're not going to work into further detail yet, as we don't want to taint the RFP responses or the evaluation process.



Data Conversion

Luther (Ed) Cutchins
Sr. Business Analyst

Topics

- Assumptions/Questions
- Constraints
- Data Conversion Specifications
- Comparison Reports
- Document Conversion
- Catapult POS

Assumptions/Questions

■ Single SID

- ☐ Juvenile SID's associated with Adult SID
- ☐ Juvenile SID's not associated with Adult SID
- ☐ XML file for consumption by other systems

■ Sealed Data

- ☐ Data currently marked as sealed must maintain its status

Assumptions/Questions

■ Data Errors

- ☐ Identify where error came from
- ☐ Document the error
- ☐ Discuss resolution with BCA staff

■ Court Interface

- ☐ Currently system designed using TCIS
- ☐ Courts have migrated to MNCIS
- ☐ BCA has created documentation around this conversion item

Constraints

- Lack of Timestamps in current system
- Conversion must cause minimal impact
- BCA staff will be available
- Current system will be available for queries

Data Conversion Specifications

- Data Dictionary
- Schema Specifications
 - CCH
 - CAPS
- ERD
 - CCH
 - CAPS

Comparison Reports

- Compilation of Sample Reports
 - Reports will be executed against the new and old systems
 - Designed to provide at a glance comparisons

Document Conversion

- Two possibilities

- Option 1 - New system includes document management

- Must convert existing documents to new system

- Option 2 - New system interfaces with Info Image

- Must provide seamless integration to facilitate viewing of documents in the application

Catapult POS

- Explore possibilities of expanding use of Catapult for accounting functions
- Currently maintained in CCH



Supplemental Documentation

Luther (Ed) Cutchins
Sr. Business Analyst

Topics

- Business Process Documents
- Models and Diagrams
- RAP Sheet
- Miscellaneous Documents

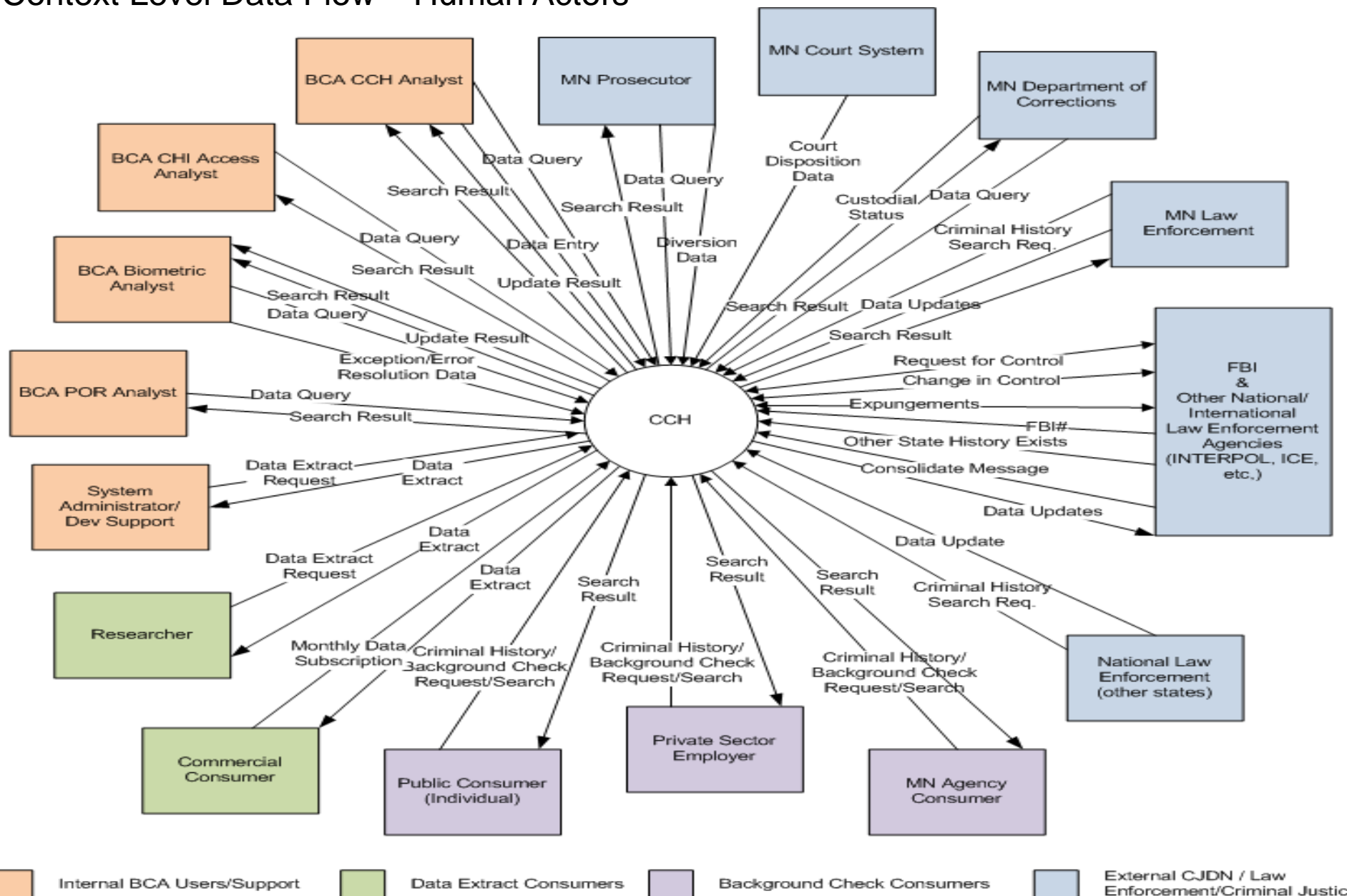
Business Process Documents

- 15 Manual Processes Identified and Documented Such as;
 - ☐ Mail Sort & Work Assignment
 - ☐ Petition responses
 - ☐ Court Orders
 - ☐ Juvenile Diversions
 - ☐ Discharges
 - ☐ Manual Logs

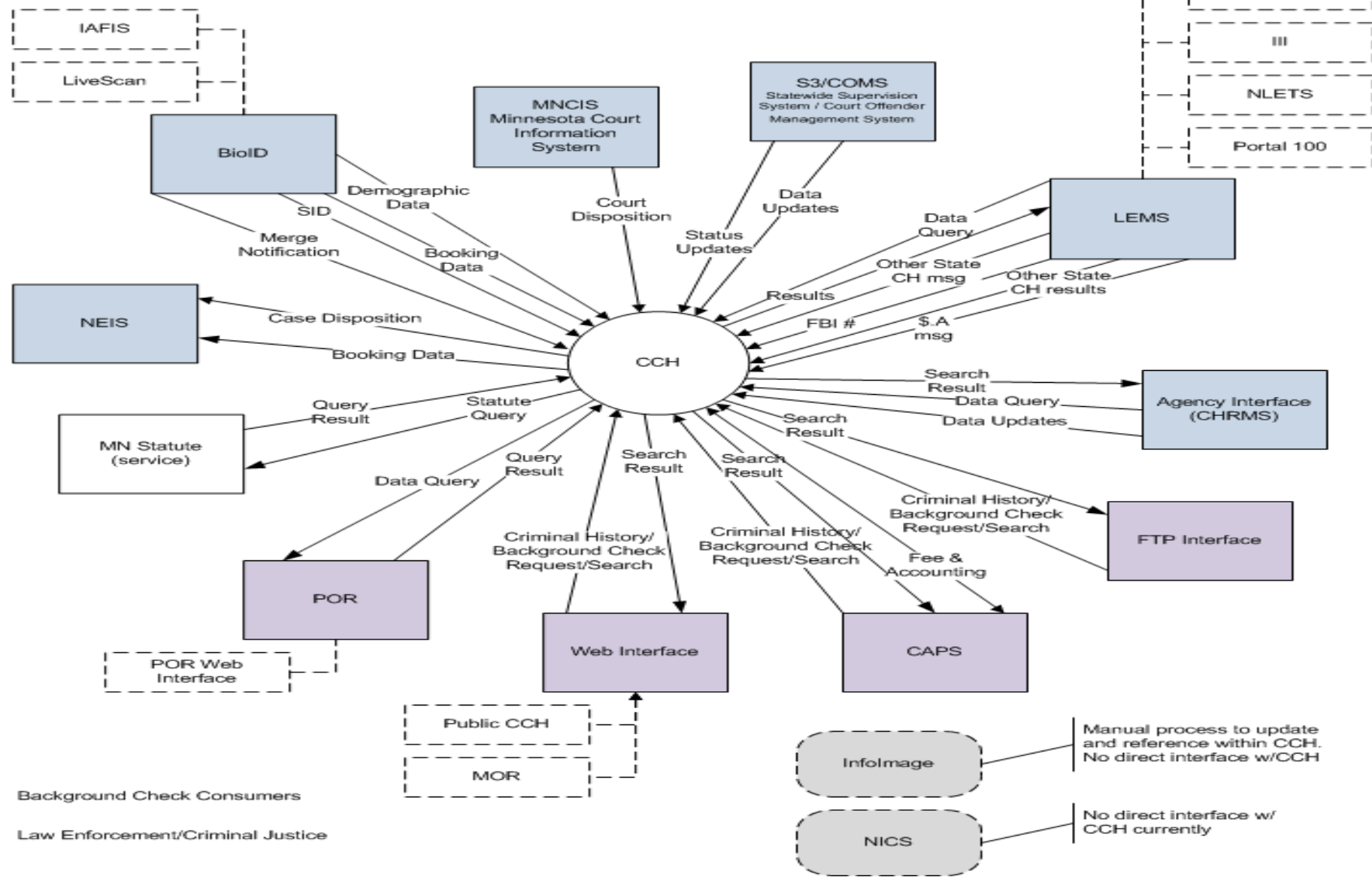
Models and Diagrams

- As-Is Context Diagrams
- Class Diagrams
- Sequence Diagrams
- Activity Diagrams
- Future State Functional Decomposition

Context Level Data Flow – Human Actors



Context Level Data Flow – System Actors



RAP Sheet

- Worked started during MNCIS – CCH Project
- Some Considerations
 - Changing from portrait to landscape
 - Use of watermark
 - Use of borders to group data
 - Standardized header and footer

===== Criminal History Summary =====
Arrest and Disposition Information

Cycle: 1 **Earliest Event Date** 02/01/1982

Arrest Date **Controlling Agency** **Booking Agency** **# of Counts**
 02/01/1982 MN0620400 Maplewood Police Dept MN0620400 Maplewood Police Dept 1

Names Used

****Coyote, Wiley (See Caution)	John, Testrecord	Test, Test	Testerecord, John D
Testrceord, John D	Testrecord, John	Testrecord, John Add Name	Testrecord, John D
Testrecord, John David	Testrecord, Jon A	Testrigh, Bob	Testzebra, John D

Dates Of Birth Used

01/01/1940	04/27/1947	10/30/1952	01/03/1954	01/03/1955
03/12/1956	04/25/1956	07/10/1958	08/08/1989	01/01/1993

COMMENT: TEST RECORD-TEST RECORD-TEST RECORD-TEST RECORD-TEST RECORD

-- Statement of Disagreement --
I DISAGREE WITH THIS RECORD

	Case Number	Offense Date	Statute	Charge	Severity	Other Statute	Disposition	MOC/UOC	Court File
1	82001876		260.315	Contribute to Delinquency of a Minor			HELD	2308	

COMMENT: THEFT FROM A BUILDING
TEST RECORD-TEST RECORD-TEST RECORD-TEST RECORD-TEST RECORD
TEST FOR STATUTE

Court Action **Court Date** **Court Agency** **Court File**
 1 02/01/1985 MN082015J Washington Dist Court 82-TEST

	Controlling Agency	Case Number	Statute	Charge	Charge Level	Plea	Disposition	Sentence Level	Sentence Date
1	MN0620400 Maplewood Police Dept	82001876	609.175.2	Conspiracy to Commit Crime		Guilty	Acquitted	Felony	02/01/1985

<u>Sentence Pronounced</u>	<u>Probation</u>	<u>Fine</u>	<u>Fine Stayed</u>	<u>Restitution</u>	<u>Court Costs</u>
2 Years	3 Years	\$1,000	\$1,000	\$10	\$100

Conditions

Execution of sentence stayed No Driving Without Valid DL

Miscellaneous Documents

- A library of 200+ reference documents
 - Current State – created for this effort
 - Previous project documentation
 - CHEM
 - TCIS – MNCIS
 - ICHS
 - References, standards and manuals
- Will be made available once the contract is awarded.

Library Sample

B	C	D	E	F	G	H
Capability	Document Title/Link	Document Description	State	Type	Status	Source
Criminal Justice	Business Process Survey	Current state process description and user role information.	Current	Excel	Draft	CCH R
Criminal Justice	CCH Interface Workflow	High level process flows for system interfaces and manual processes to CCH.	Current	Diagram	Approved	MNCIS-
Criminal Justice	Court Order Process	current state process description for court orders. Current state process documentation for court order processing. Based on observation and discussion with CCH Analyst teams.	Current	Word	Approved	CCH R
Criminal Justice	Court Order-ResolvingPetition Process	Current state process documentation. Based on observation and discussion with CCH Analyst teams.	Current	Word	Approved	CCH R
Criminal Justice	Diversion Process	Current state process documentation. Based on observation and discussion with CCH Analyst teams.	Current	Word	Approved	CCH R
Criminal Justice	Drug Seal-152.18 Process	Current state process documentation. Based on observation and discussion with CCH Analyst teams.	Current	Word	Approved	CCH R
Criminal Justice	Electronic Court Disposition Exception Process	Current state process documentation. Based on observation and discussion with CCH Analyst teams.	Current	Word	Approved	CCH R
Criminal Justice	Juvenile Diversion Process	Current state process documentation for juvenile diversion processing. Based on observation and discussion with CCH Analyst teams.	Current	Word	Approved	CCH R
Criminal Justice	Offender Tracking Form Process	Current state process documentation. Based on observation and discussion with CCH Analyst teams.	Current	Word	Approved	CCH R
Criminal Justice	Pardon Extraordinary Process (Pardons)	Current state process documentation. Based on observation and discussion with CCH Analyst teams.	Current	Word	Approved	CCH R
Criminal Justice	Petition Process	Current state process documentation. Based on observation and discussion with CCH Analyst teams.	Current	Word	Approved	CCH R
Criminal Justice	Discharge Process	Current state manual process description of Discharge processing. Based on observation and discussion with CCH Analyst teams. Includes restoration of civil rights, removal of gun rights and deeming down.	Current	Word	Approved	CCH R
Criminal Justice	Court Order Process-All Types	Overview process flow of court order processing - including decisions and items completed as part of the Mail/Assign work process.	Current	Model	Draft	CCH R
Criminal Justice	Current Deem Down processing	Notes regarding batch and technical processes to complete deeming down.	Current	Word	Draft	Other f
Criminal Justice	Current State Mandatory Fields	This spreadsheet captures the mandatory fields in the current Rally Interface, grouped by menu item.	Current	Excel	Draft	CHE
Criminal Justice	Data Validations from Rally Dumps 3 5 13	Data validations for Rally fields.	Current	Excel	Draft	CHE



Quality Assurance

Jerry Olson

Sr. Project Manager

Topics

- QA Principles
- Testing
- Accessibility

Principles

- Acceptance of each deliverable is dependent on meeting its requirements
- BCA has distinct operational environments with progressive restrictions.
- Vendors must comply with BCA Change Management procedures

Testing

- We expect our vendors to thoroughly test their system(s) before presenting it to us
- BCA will validate vendor testing
 - ☐ witness/audit vendor testing
 - ☐ conduct our own tests
- Test data will be a challenge
- Will need to build a “sanitized” database

Testing

- Tests must map to requirements and all requirements should be tested
 - ☐ Functional
 - ☐ Non Functional
- If Parallel operation is proposed, it must be manageable and not prevent staff from completing “real” work

Testing

- Testing automation should be maximized and be the basis for regression tests
 - BCA currently uses HP LoadRunner
- User Acceptance is a key step
- Accessibility is required

Accessibility

- Non-Compliance is a liability for State
- Applies to all documents
 - Accessible templates are helpful
 - Verification requirements are in the SOW
- Applies to user interfaces
- Applies to system generated reports displayed in UI

Accessibility

- Existing User Interfaces do not have to be redesigned
 - Accessibility is a scoring factor
 - A path to accessibility is desired
- Must be included in testing
- State may perform additional testing
- Today's automated tests are inadequate



Maintenance

Jerry Olson
Sr. Project Manager

Principles

- We want a smart way to manage the system
- Up-time and response time is critical
- Bugs that affect quality must be fixed ASAP
- We want the ability to continually enhance and improve

Outsource vs. Internal

- Both approaches have advantages and disadvantages
- Both have dependencies on vendor
- BCA has a role in both
- Total cost of ownership will take into account vendor costs and BCA staff costs



General Information

Jerry Olson

Sr. Project Manager

Topics

- BCA/MNJIS and MN.IT
- Project Execution
- Misc. Info

About BCA MNJIS

- BCA divisions; Lab, Investigations, CJTE, MNJIS
- Majority of MNJIS staff is IT
 - 60% IT, 40% business
- Experienced at iterative/agile development
- We rely on our PMDLC methodology (Project Management – Development Life Cycle)
 - Where possible we will use PMDLC templates

About MN.IT

- Central IT for all State of MN
- “Virtual” IT organization
- All IT staff at BCA are part of MN.IT.
- Staff designated as MN.IT@BCA/MNJIS
- Funding/contract is thru MN.IT@Central

Project Execution

- Work as partners
- Jointly plan
- What can we do to:
 - ☐ Reduce risk
 - ☐ Improve communication
 - ☐ Work smart
 - ☐ Deliver a great product

Miscellaneous

■ Data practices

- ☐ Restrictions on non-public data leaving State network
- ☐ ~~SharePoint~~ (not secure for non-public data)

■ Working on site at MNJIS

- ☐ Expect custom development on-site
- ☐ If BCA will get source code, we want to be part of the development team

■ Background Checks required

Questions?

Thank you!

For More Information:
**Watch the BCA web site
Information for Vendors**
bca.dps.mn.gov

